

# Microform Guides in Olin/Kroch collections (LTS Procedure #22)

**Scope:** *The following are guidelines for processing guides for microfilm and microfiche for individual libraries.*

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**Unit:** Cataloging

**Date last updated:** 12 Jun 2023

**Date of next review:** June 2024

**General notes:**

Whenever possible the guide/index to a microform set should be added to the bibliographic record for the set. If, in a cataloger's best judgement, the guide/index is better served by an individual bibliographic record, linking fields must be added to both the microform and guide/index bibliographic records to ensure mutual discovery. For example, if the guide was not originally issued as part of the microform set, or was created and published by a different entity, perhaps it should not be included on the microform bibliographic record.

In general, microform guides are non-circulating and are shelved in a library's reference section with the microform accession number. If there are multiple copies of the guide/index, and the decision is made that the additional copy will reside in the stacks, assign it an LC call number and create a separate holdings record. Do not include "Guide" with the LC-style call number. Include a public note in the **Holdings notes** section of the Holdings record saying **Guide to Film #####**. These are also non-circulating.

For microform processing see [LTS Procedure #23a, Microform Processing](#).

[Olin/Fine Arts/Music/Science Libraries](#)  
[Kroch \(Asia\)](#)  
[Africana](#)  
[ILR](#)

**Olin/Fine Arts/Music/Science Libraries:**

The microform and its guide/index are cataloged on one bibliographic record. Please make sure the guide/index is included in the \$e of the 300 field with an accompanying 500 note and 7xx field if the guide/index has a unique title.

The microform and the guide/index will have separate Holdings. One for the microform, and one for the guide/index. The guide/index will share the film's accession number + "Guide" [or "Index"]. Assign accession number using [CLAMSS](#)

**American women's diaries (New England) [microform].**

▼ **Holdings: Olin Reference > Film 5663 Guide**

▼ **Holdings: Olin - Annex > Film 5663**

**Holdings for the microform:**

**Call number type**  
Other scheme

**Call number prefix**  
-

**Call number**  
Film 5663

**Holdings statement**

**Holdings statement public note**

reels 1-21

-

**Holdings for the guide/index:**

**Permanent**

Olin Reference

**Call number type**

Other scheme

**Call number prefix**

-

**Call number**

Film 5663 Guide

**^ Holdings notes****Staff only****Note**

No

Shelved in the Microform Guide Section

Example of set with 2 guides/indexes (3 holdings records):

**The dialects of ancient Gaul [microform] / by Joshua Whatmough.****▼ Holdings: Olin - Annex > Film 448**[View holdings](#)[Add item](#)

5

**▼ Holdings: Olin > P1051 .W55 1950**[View holdings](#)[Add item](#)

1

**▼ Holdings: Olin Reference > Film 448 Guide**[View holdings](#)[Add item](#)

1

Holdings record for film:

**Permanent**

Olin - Annex

**Call number type**

Other scheme

**Call number prefix**

-

**Call number**

Film 448

**Holdings statement****Holdings statement public note**

reel 1-5

-

Holdings record for Guide shelved in Reference:

**Permanent**

Olin Reference

**Call number type**

Other scheme

**Call number prefix**

-

**Call number**

Film 448 Guide

## ^ Holdings notes

Staff only	Note
No	Shelved in the Microform Guide Section.

Holdings for Guide shelved in stacks:

### Permanent

Olin

Call number type	Call number prefix	Call number
Library of Congress classification	-	P1051 .W55 1950

## ^ Holdings notes

Staff only	Note
No	Guide to Olin Film 448

[Do not include "Guide" in the call number of the stacks copy.]

Barcode the guide/index, create the item record and set item type to "nocirc".

## Kroch Asia

The microform and guide/index are on one bibliographic record for the microform, with 1 holdings record. Please make sure the guide/index is included in the \$e of the 300 field with an accompanying 500 note and 7xx field if the guide/index has a unique title.

### Permanent

South Asia

Call number type	Call number prefix	Call number
Other scheme	-	Fiche 3072

Holdings statement	Holdings statement public note
fiche 1-71	-
Holdings statement for supplements	Holdings statement for supplements public n
-	-
Holdings statement for indexes	Holdings statement for indexes public note
1 guide	-

## ^ Holdings notes

Staff only	Note
No	Shelved in Olin Library (Lower Level) Errata slip inserted in guide.

Barcode the guide/index, create the item record and set item type to "nocirc".

Example of set with 2 guides/indexes (2 holdings records):

852 81 \$b sasa \$h Film 852 \$z Shelved in Olin Library (Lower Level)  
866 41 \$8 0 \$a reels 1-35

867 41 \$8 0 \$a 1 guide \$z Shelved in Olin Library (Lower Level)

852:00 \$b sasa \$h DS900 \$i.T43 1978 \$z Guide to ASIA Film 852

[Do not include "Guide" in the call number.]

Barcode the guide/index, create the item record and set item type to "nocirc".

Asia microforms will have 2 holdings with "Guide" in the call number when the microform is send to the Annex and the guide remains in Olin.

**Confidential U.S. State Department central files. Formosa, 1945-1949 [n  
Kesaris].**

▼ Holdings: Wason > Film 10651 Guide

▼ Holdings: Wason - Annex > Film 10651

**Africana**

Catalog guide/index for Africana, Ref on separate record. Use accession number + "Guide"

See bib ids 840250 (microform set)/840539 (guide) for example.

**ILR**

The microform and guide/index are on one bibliographic record for the microform, with 1 holdings record. Please make sure the guide/index is included in the \$e of the 300 field with an accompanying 500 note and 7xx field if the guide/index has a unique title.

**Permanent**

ILR - Annex

**Call number type**

Other scheme

**Call number prefix**

-

**Call number**

Film 2985

**Holdings statement**

reels 1-23

**Holdings statement public note**

-

**Holdings statement for  
supplements**

1 guide

**Holdings statement for supplements public note**

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